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Long Term Care Facility

QUICK REFERENCE GUIDE

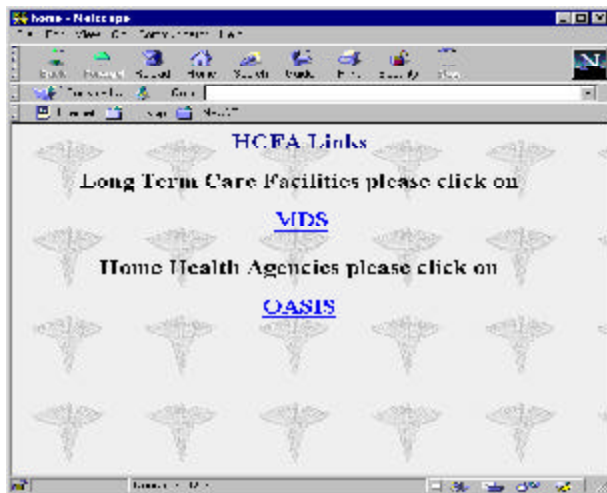
to the  
Minimum Data Set (MDS) System

## Minimum Data Set (MDS) System Quick Reference Guide

Once your IBM software is installed and configured, you will be able to connect to the Medicare Data Communication Network (MDCN) for your file transfer needs.

### Accessing the MDS System

You are now ready to begin using the Medicare Data Communication Network. Open your browser and select MDS. This will connect you to your State's Welcome page.



CMS Links Page

Once you press **Enter**, Netscape will look for the specified URL. There are configuration options within Netscape that can make accessing the MDS System easier; in other words, you can configure it so you do not have to type in the URL each time you access Netscape.

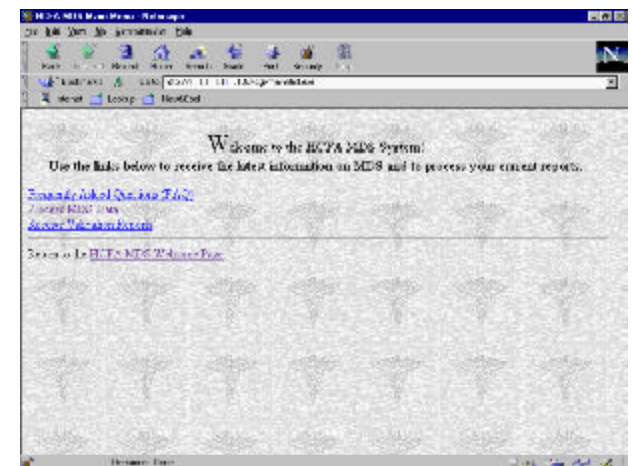
When Netscape finds the specified URL, the CMS MDS Welcome Page will appear.

**CMS MDS Welcome Page.** You have six options on the Welcome page: MDS Submissions, Analytic Reports, Bulletins, Online Web Reports, Points of Contact, and MDS/RAVEN Updates. Select the option you want. Username and Password are required for MDS Submissions, Analytic Reports, and Online Web Reports.



CMS MDS Welcome Page

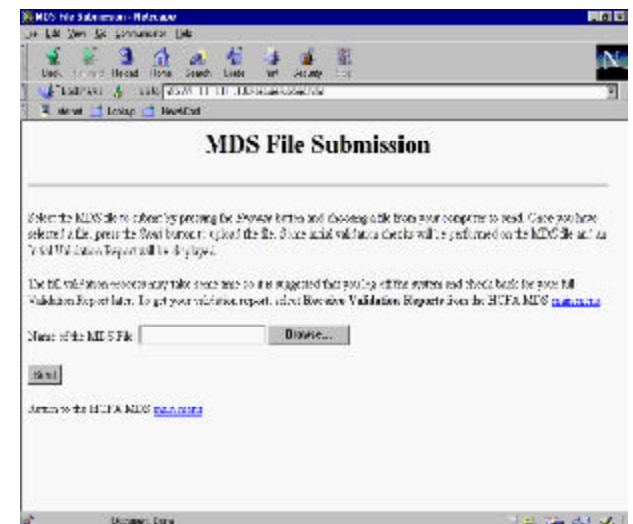
The option MDS Submissions will take you to a second menu. You have three options in this Menu: Frequently Asked Questions (FAQ), Process MDS Data, and Receive Validation Reports.



CMS MDS Main Menu

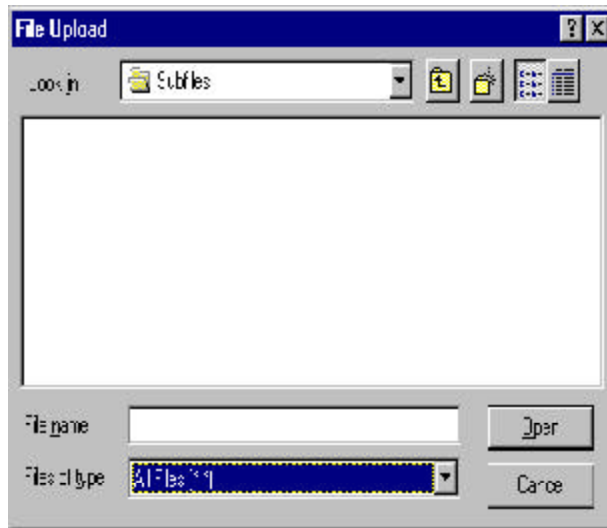
To submit MDS data, select Process MDS Data.

**MDS File Submission.** The MDS File Submission window includes instructions for submitting MDS files and a data entry field for the name of the MDS file you wish to send.



MDS File Submission Window

You have two options for entering a file name. If you know the file name, you may select the *Name of the MDS File* field and enter in the file name including the complete path to the file (e.g., c:\mds\myfile.xxx). Or you may review lists of files by selecting the **Browse** button. A File Source window will appear.



File Source Window

You may select from a list of files on the computer hard drive or from a floppy disk. Ensure that the *List Files of Type* field indicates All Files (\*.\*) so that you do not limit the types of files listed.

Also ensure that you select the correct drive (see the pull-down menu in the *Look in* field). In order to select from the list, you may either select the file name and then **Open** or double click on the correct file name. The file name will appear in the *Name of the MDS File* field on the MDS File Submission window. Select the **Send** button to submit the file.

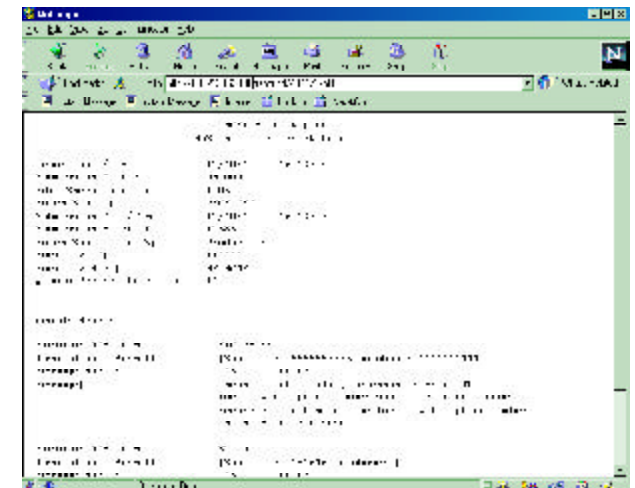
A Send Confirmation window will appear. This window is a reminder that the time required to generate the Initial Feedback Report will vary and that you should wait for the report prior to continuing with any other MDS or Netscape function. If, for some reason, you do not wish to wait for the Initial Feedback, you may **choose Cancel** to discontinue the submission process. To confirm that you want to continue the process, select **OK**.

*○ You risk losing your connection or interrupting the file submission process if you execute any additional MDS or Netscape functions prior to receiving the Initial Feedback Report.*

**Validation Reports.** Once data is received at the State agency, the MDS System will validate the file structure and data content based on the MDS 2.0 record specification. The system generates two reports; an Initial Feedback Report and the Final Validation Report.

**Initial Feedback Reports.** The Initial Feedback Report will indicate whether your submission was received or rejected. It also provides information on any errors encountered during the initial data validations. Examples of rejection criteria include corrupted file structure or invalid facility identification. If rejected, no data will be extracted and your Initial Feedback Report will indicate the rejection error.

*○ Upon receiving the Initial Feedback Report, take note of the Submission Batch ID. It is your point of reference for retrieving the Final Validation Report and troubleshooting problems!*



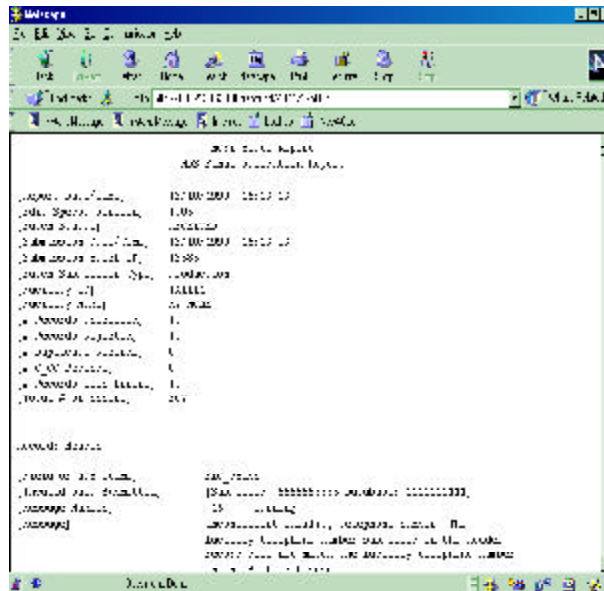
Initial Feedback Report

○ A submission with a “received” status on the Initial Feedback Report does not necessarily mean that it is free of errors, only that it will be passed on for further validation.

See the Validation Report Messages and Description Guide for details on interpreting the Initial Feedback Report and a listing of errors.

**Final Validation Reports.** The Final Validation Report will be generated within 24 hours of submission of the file. The report is created after the MDS System performs the following validations: field consistency checks, date consistency checks, timing and sequencing checks, and calculated elements validations.

Final Validation Reports are accessed from the HCFA MDS Main Menu. Select Receive Validation Reports. The Validation Report Listing window lists Final Validation Reports beginning with the most recently generated report. The reports are identified by Submission Batch ID number. If you would like to save a report from this window, select the specific underlined report title, right click it, and then select *Save Link As* from the pop-up menu.



Final Validation Report

See the Validation Report Messages and Description Guide for details on interpreting the Final Validation Report.

**Exiting MDS.** To exit the system, select *Exit* from the Netscape File Menu or select the small box at the top left corner of the screen. You must also select the option **Disconnect** which appears in a small window at the upper right corner of the window (when you initiate the Dial-in connection). This ends the communication connection to the State agency.

